



**San Francisco Police Department
Professional Standards & Principled Policing Bureau
Department of Justice Compliance**

<p>Individual Recommendation Status Report</p> <p>Bureau: Chief's Office Rec. Number: 68.2 Assigned To Project Manager: Arline Gilmore Prepared by: Arline Gilmore Priority: High</p>	<p>Reserved For Executive Sponsor Only</p> <p>Date Issued: November 7, 2016 Return Date: April 5, 2017 Success level: Choose One Other Status: Submitted for approval Noncompliance: Waiver approval:</p>
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Notes:

DOJ Objective: Accountability

DOJ Recommendation #: 68.2

Supervisors and officers who fail to properly collect and enter information must be held accountable through discipline. Absent proper collection of data, little to no analysis can occur.

Purpose:

Policy:

Written Directive: (D.G.O., Dept. Manual, Bureau Orders, Dept. Bulletins, etc.)

- Chief's Directive to Command Staff regarding Data Collection Practices
- DGO 1.04 Duties of Sergeants
- DGO 2.01 General Rules of Conduct
- DGO 2.07 Discipline process for sworn officers.
- DB-15-141 outlines the receipt and review process for department issued documents.
- DB-16-208 eStop program - memorializes the requirements of accurate data collection. The eStop program is an application on Department issued phones containing several required data fields. It requires Officers to collect data on self-initiated pedestrian, or vehicular stops, in addition to stops resulting from dispatched calls. This data will be used for future analysis.
- Department Bulletin sign off audit

Supporting Documentation: (Learning Domains, Power points, Lesson Plans, Policies)

Per Chief's Directive: all Deputy Chiefs and Commanders shall ensure all supervisors, sworn and non-sworn, have acknowledged receipt of DB 16-208 in HRMS. Further discussion with supervisors at regularly scheduled meetings should emphasize the importance of the timely, accurate collection and reporting of all required data.



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Additional Attachments;

- Random Audit by Technology Division of Officers who have yet to complete an eStop
- Manual Audit of Computer Assisted Dispatch (CAD) numbers for data collection.
- Manual Audit of traffic stops for required data collection
- Body Worn Camera (BWC) draft process for ongoing audits
- Legal Department's audit for required use of force data collection
- Internal Affairs unit order 17-002 on case assignment

Implementation, training & records (How to prove we did what we said?)

This Chief's Directive serves as an order that all members shall be held accountable through the discipline process as outlined in DB 16-208 for failure to comply with data collection requirements.

Currently the Technology Division is in the process of developing an audit process to track compliance of e-stop requirements by officers.

Until such time as the audit process is in place, random reports are generated by the Technology Division of Officers who have yet to complete an e-stop, then forwarded to Station Captains for their review. A copy of the February 2017 report is attached for perusal. The report does not include any filtering, so includes all active members regardless of rank, or assignment.

Manual Audit for E-Stop data, BWC video, and Completed Incident Reports.

A point-in-time random audit was completed to determine if data was being collected and entered properly by members in the field:

- Eleven CAD numbers, for 917 incidents, were randomly selected between April 1st and April 2nd, 2017.
- Five of the incidents did not meet the criteria for an E-Stop entry. (Off. Garcia, an E-Stop trainer assisted in the determination)
- Of the six incidents meeting the requirement for an E-Stop entry, two also required arrest reports.

Two of six passed Inspection:

- E-stop data, video and completed Incident report, were attached.

Four of six failed Inspection:

- One had a completed Incident report and video attached, but no E-Stop data.
- One had video attached but no E-Stop data. (No incident report was required)
- Two had neither E-Stop data nor video attached. (No incident report was required)

BWC unit checked their records with negative results for the required video footage.

Technology Unit checked their records with negative results for the required E-Stop entries.

There was no reported use of force indicated on any of the CAD incidents.

The result was detailed in a memorandum to Assistant Chief Hector Sainez, with a recommendation it be investigated by Internal Affairs, a redacted copy is attached.

A second random audit was completed in mid-April. The result was detailed in a memorandum and forwarded to Internal Affairs for investigation. A redacted copy is also attached.

An investigation is currently being conducted on the results of both audits. The findings will be forwarded to the Chief of Police for review and imposition of discipline as outlined in Department General Order 2.07: 'Discipline Process for Sworn Officers'. A copy of DGO 2.07 is attached to this response.



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Update June 12, 2017: Redacted copies of the current status of both audits are attached together with the assigned IAD case numbers to enable future updates as needed.

The Risk Management Office, (RMO), have been tasked with ensuring all use of force data is being properly collected and reported. (See DOJ Findings 4, 8, and 20 for documentation. Use of Force Audit form attached)

The Body Camera Unit with assistance from Internal Affairs are drafting an Audit/Review process to ensure video evidence is properly collected and labeled. Attached is a copy of their draft audit outline

IAD has issued a Unit Order outlining their procedure for the investigation and assignment of all complaints received by their Division. A copy is attached.

A draft Department Bulletin is being approved for distribution to all members, outlining members' responsibility regarding data reporting, collection, and input practices.

PSPP are tasked by the Chief with forming an Inspections Unit which will have, as one of its roles, the responsibility for conducting ongoing, random audits throughout the Department. Any violations of policy found as a result of ongoing audits will be forwarded to IAD for investigation.

Submitted for approval.

AUDIT OF E-STOP COMPLIANCE

(April 1st to April 2nd, 2017 - RECOMMENDATION 68.2)
Redacted update June 12, 2017

IAD Case #	E-Stop?	E-Stop Required?	E-Stop Completed	BWC?	Report Reviewed?
2017-0118	No	Yes	No	Yes x 2	Yes
	No	No	Criteria not met	No	N/A
2017-0119	No	Yes	No	No	N/A
2017-0122	No	Yes	No	No	N/A
	Yes (1)	Yes	One Cited	Yes x 4	N/A
	Yes (2)	Yes	Two Arrested	Yes x 4	Yes
2017-0121	No	Yes	No	Yes	N/A
2017-0120	No	No	UTL	No	N/A
	No	No	SFGH/Sheriff	No	N/A
	No	No	GOA	No	N/A
	No	No	UTL	No	N/A

Audit Selection Process:

- Ran all CAD numbers for 'Suspicious Person' calls between April 1st and April 2nd 2017
- Selected every 25th CAD number for an Audit, which resulted in the above listed 11 incidents
- Four incidents in red failed the audit. The required e-Stop data was not entered.
- Audit results were forwarded to Internal Affairs Division for investigation.
- IAD case numbers assigned are listed to enable future updates on findings/discipline.